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8 SEP 1970

MEMORANDUM FOR: Acting Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 4 September 1970

25X1A 1. Briefing USIA Pre-Retirement Assistance Program Officers: As requested by a senior officer in USIA, [REDACTED] Chief, Retirement Affairs Division, provided the new Director (Mr. Fred Irvin) and Deputy Director (Mr. Bob Baker) of the USIA Pre-Retirement Assistance Program with a three-hour briefing on our Program.

Mr. Irvin has recently returned from a field assignment in Germany and within the past two weeks has assumed his new responsibilities. Mr. Baker has been acting head of USIA's activities in this area for the past year and is well known to our officers in Retirement Affairs Division.

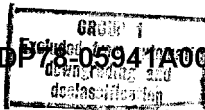
Mr. Irvin has had no prior experience in the retirement affairs field and expressed a need for all of the help we might be willing to provide.

USIA hopes to expand their retirement assistance program which up to now has been centered almost exclusively on out-placement services.

25X1A 2. PSS Problem Solving Seminar #6: [REDACTED] Chief, Plans Staff, will brief the members of PSS #6 on 16 September 1970. He has invited 25X1A [REDACTED] Chief, Retirement Affairs Division, to attend and respond to any questions that may arise.

3. Reserve Activities: The Joint Military Reserve Training Command (composed of Agency Army, Air Force, and Marine Reservists) will start its inactive duty training program tonight in the auditorium. The program this year

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provides for an intelligence orientation on the countries of priority interest within the JMRTC area training groups, and for the familiarization of our reservists with the composition of both the foreign military and intelligence forces of these countries as well as the U.S. forces stationed on or committed to these areas.

4. Position Classification:

a. The survey of the Office of Medical Services has been completed and position descriptions transmitted to that Office for review.

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b. A review has begun of all positions in the [REDACTED]

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c. A visit has been scheduled to the Central Depot to discuss up-dating position descriptions at that installation.

5. Blood Donors: 168 pints of blood were donated by Agency employees on Blood Donor Day, 1 September. A procedure has been established whereby those people who are scheduled to donate and do not show up are called and reminded of their appointment. Sixty of 66 such calls resulted in donations on Tuesday.

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[REDACTED]
Robert S. Wattlea
Director of Personnel

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